



# **RPPR BASICS**

NJ DEPARTMENT OF  
ENVIRONMENTAL PROTECTION

OFFICE OF POLLUTION PREVENTION  
& RIGHT TO KNOW

[www.state.nj.us/dep/opppc](http://www.state.nj.us/dep/opppc)

*RELEASE & POLLUTION PREVENTION  
REPORT (RPPR) for RY 2012*

MAY 8, 2013

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# RPPR Reporting Requirements under the NJ Community Right to Know Program

Any “employer” who is subject to the reporting requirements of SARA Title III, Section 313 [i.e. required to submit a Toxic Release Inventory (TRI) Form R or Form A for any Section 313 Toxic Chemical] must complete and submit the NJ Release & Pollution Prevention Report (RPPR), including a Section B for every TRI substance.

Therefore, a New Jersey employer subject to the TRI must complete and submit their federal TRI forms and the NJ Release and Pollution Prevention Report!



# RPPR Reporting Requirements under the NJ Community Right to Know Program

(continued)

Further, reporting requirements established by the New Jersey Pollution Prevention Act have set a reporting threshold of 10,000 pounds for every listed substance manufactured, processed, or otherwise used  
*(unless the substance is a PBT with a lower threshold).*

Therefore, for RPPR reporting purposes you must consider listed substances that are manufactured or processed below the federal TRI threshold of 25,000 pounds yet at or above the NJ threshold of 10,000 pounds.





# RPPR Reporting Requirements

(continued)

## Parallels many of the TRI Criteria & Requirements

- ✉ same due date: July 1st (every year, as appropriate)
- ✉ same activities (apply the TRI definitions of manufacture, process, & otherwise use)
- ✉ same substance list (a change to the federal toxic chemical list invokes an identical change to the state RPPR & P2 planning list of substances and compound categories)
- ✉ same de minimis concentrations



# Purpose of the NJ RPPR

To collect toxic chemical use information on ...

- ▶ Chemical throughput data (materials accounting)
- ▶ Nonproduct Output: environmental release, on-site management, and off-site transfer data
- ▶ Pollution prevention data and pollution prevention progress data

NOTE: As mentioned earlier, if you are subject to federal TRI reporting requirements, you are also subject to the New Jersey Release & Pollution Prevention Report and Pollution Prevention Planning requirements. Please call the Office at 609-777-0518 if you need additional information.

On RPPR Section B, summarize and provide data for all activities and uses of the reported substance at the facility; i.e. facility-wide data, not process-level data.



# One New Chemical Added For Reporting Year 2012

CAS Number

7783-06-4

Chemical Name

Hydrogen Sulfide

EPA reinstated the TRI reporting requirements for hydrogen sulfide. This Lifting of the Administrative Stay was published in the Federal Register on October 17, 2011 beginning on page 64022 (76 FR 64022). This action will be effective for the 2012 TRI reporting year, with the first 2012 TRI reports and NJ RPPRs due from facilities by July 1, 2013.

Pollution Prevention (P2) Planning will be effective for reporting year 2013. P2 Plan and P2 Plan Summary updates must be completed by July 1, 2014. The first P2 Progress Reports will be effective for RY 2014, due by July 1, 2015.





**For user reference, all documents are found on our web site.  
We no longer mail instructions packets.  
Notification letters were mailed April 30th.**

http://www.state.nj.us/dep/opppc/

File Edit View Favorites Tools Help

NJDEP New Jersey D... iGoogle

STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
**OFFICE OF POLLUTION PREVENTION AND RIGHT TO KNOW**

DEP Home | About DEP | Index by Topic | Programs/Units | DEP Online

Click Here to use NJDEP Online for Electronic Reporting

Webinar Training Session Registration  
2012 RPPR and P2 Planning

2012 CRTK Webinar Presentations

Important Information!!!

	Contacts
	P2 Planning
	Release and Pollution Prevention Report
	Right to Know Program
	Reports, Rules
	Environmentally Preferable

Office of Pollution Prevention and Community Right To Know

Office of Pollution Prevention and Right to Know  
**Mission Statement**

P revent pollution of hazardous substances

P romote multi-media

Done Internet 100%



## “Forms, Instructions, Guidance Documents”

NJDEP New Jersey Department of Environmental Protection - Windows Internet Explorer

http://www.state.nj.us/dep/oppcc/rpprindex.html

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NJDEP New Jersey D... iGoogle


STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
OFFICE OF POLLUTION PREVENTION AND RIGHT TO KNOW

DEP Home | About DEP | Index by Topic | Programs/Units | DEP Online

### Release and Pollution Prevention Report Links

	<a href="#">Get More Information</a>
	<a href="#">Who Must Report</a>
	<a href="#">Submit Your RPPR</a>
	<a href="#">Reports, Rules</a>
	<a href="#">Forms, Instructions, Guidance Documents</a>

### Release and Pollution Prevention Report



The Release and Pollution Prevention Report (RPPR) is used to collect information for the NJDEP Community Right to Know and Pollution Prevention programs. The RPPR gathers data on toxic chemical throughput, multi-media environmental releases, on-site waste management, and off-site transfers, collectively known as materials accounting. Pollution prevention progress information is also reported on the RPPR.

Materials accounting is a practical application of the chemical mass balance theory. Materials

Done Internet 100%





Go to the “RPPR” section and look for the documents you may need.

Untitled Document - Windows Internet Explorer

http://www.state.nj.us/dep/opppc/figdoc.htm#community

File Edit View Favorites Tools Help

Untitled Document

Note: The PDF files require a free PDF viewer available from [Adobe](#).

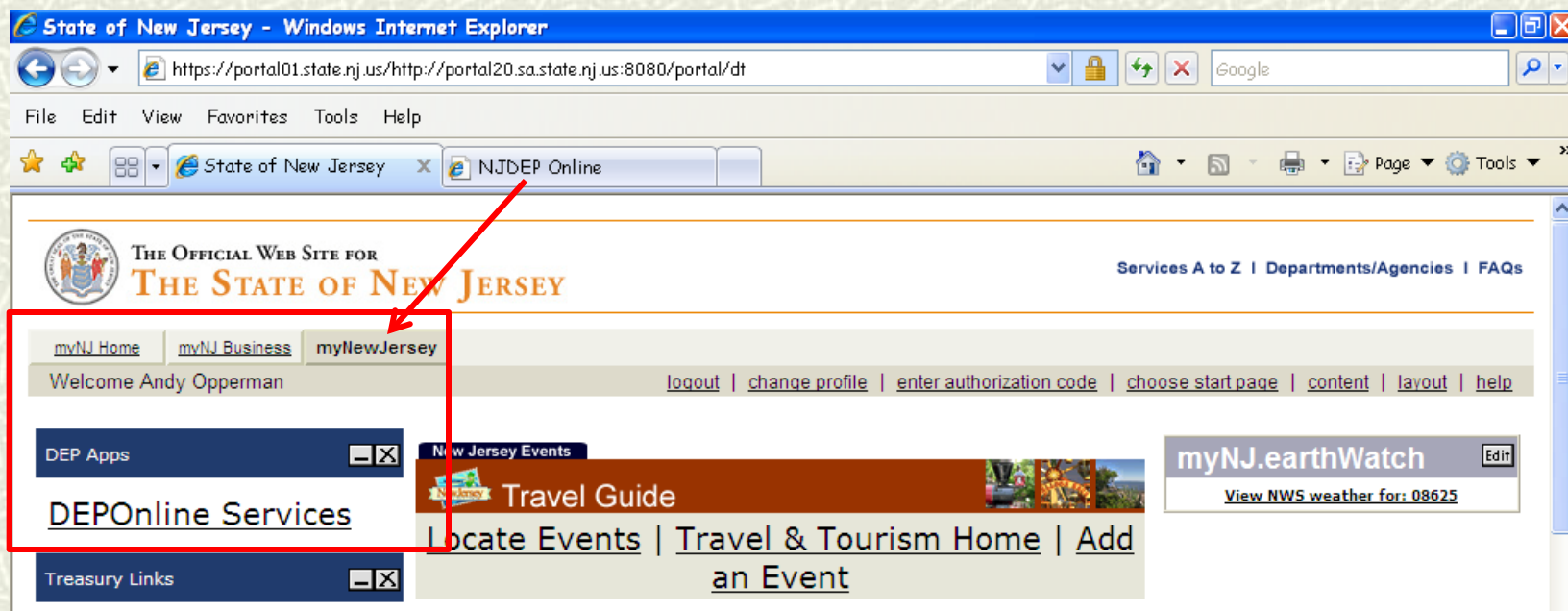
### RELEASE AND POLLUTION PREVENTION REPORT (RPPR)

	Instructions - Release and Pollution Prevention Report (RPPR, DEQ-114)(pdf)
	P2-115
	RPPR Form (Sample)
	RPPR Appendix A Chemical Activity Definitions
	RPPR Appendix B Hazardous Substance List in Alphabetical Order
	RPPR Appendix B Hazardous Substance List in CAS# Order
	RPPR Appendix C Chemical Compound Categories Only
	RPPR Appendix E Pollution Prevention Methods
	2005 RPPR Appendix F Questions and Answers
	2005 RPPR Appendix F-1 Summary of Materials Accounting Data
	Trade Secret Claim Instructions
	R & D Lab Exemption Instructions
	County Lead Agency Addresses (pdf)
	Frequently Asked Questions

Internet 100%



# Submission is by Internet-based Electronic Reporting (eReporting)



For eReporting you will need a “myNewJersey” account with access to DEPOnline Services



# eReporting Log On ...

Log On To myNewJersey - Windows Internet Explorer

https://portal01.state.nj.us/http://portal20.sa.state.nj.us:8080/amserver/UI/Login?gw=portal01.state.nj.us&ar

File Edit View Favorites Tools Help

Log On To myNewJer... NJDEP Online

mynewjersey New Jersey Home Page

---

Log On to My New Jersey

Log On ID:

Password:

[Forgot your login ID?](#)

[Forgot your password?](#)

[Sign Up to Become a Member](#)

[Help](#)

To get to myNewJersey you need to have  
a Log On ID and Password





# eReporting

To get a myNewJersey Log On ID  
and Password ...



... you will have to create an account  
beginning with [www.njdelponline.com](http://www.njdelponline.com)  
(see the next slide)



# eReporting @ www.njdeponline.com

**NJDEP Online - Windows Internet Explorer**

http://njdeponline.com/

File Edit View Favorites Tools Help

State of New Jersey NJDEP Online

njhome | citizen | business | government | services A to Z | departments

new jersey department of environmental protection

**njdeponline**

your portal to e-government services

njdep home | about dep | index by topic | programs/units | dep online

**Welcome to New Jersey Department of Environmental Protection's (NJDEP) Online Business Portal**

NJDEP Online can now be accessed via the myNewJersey Portal at <http://www.nj.gov> or accessed directly from this page by selecting 'Log in to NJDEP Online'. You will be required to have a myNewJersey Portal account in order to access NJDEP's online services. If you do not have a myNewJersey Portal account you will be able to create one during the registration process. You will also be able to use this same myNewJersey account to access other services provided by other New Jersey Departments.

**NEW** [NJDEP Online New User Registration Instructional Video](#) (Video will open in a new window. Please make sure your computer volume is enabled.)

[NJDEP Online New User Registration Instructions](#) (Please read the instructions thoroughly before continuing. Instructions will open in a new window so you can print them or follow along. If you do not have Adobe's free Acrobat Pdf reader please download it [here](#) in order to read or save the instructions.)

**NEW USERS Request Access to NJDEP Online**

**Registered and Non-Registered Services:**

NJDEP Online offers two different types of online services, Registered and Non-Registered.

<p><b>Registered Services</b> require users to create a NJDEP Online and myNewJersey account:</p> <ul style="list-style-type: none"><li><a href="#">View Registered Services</a> (You must be logged in to use these services)</li></ul>	<p><b>Non-Registered Services</b> do not require NJDEP Online or myNewJersey account creation and can be accessed without logging in:</p> <ul style="list-style-type: none"><li><a href="#">Pay a Paper Invoice</a> (Certain invoice types are not available for online payment)</li><li><a href="#">Documents and Forms</a></li><li><a href="#">Pay for a License</a></li></ul>
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**Already a registered user?**

**Log in to NJDEP Online**

Some NJDEP Online services have associated fees. A Visa, MasterCard, Discover, American Express credit card, or a valid checking account is required for online payment of the required fees.

Note: For use with Mozilla Firefox 3.5 or higher or Microsoft Internet Explorer 7.0 or higher.

[Forgot your password?](#)



# Create an Account ...

By clicking on the “NEW USERS Request Access to NJDEP Online” button (see slide # 16) you will get this screen.

[Skip Navigation](#)

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[newjersey njdep](#) department of environmental protection [njdep online](#)

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[Documents and Forms](#) [Non-Registered Services](#) [Registered Services](#)

Version: 4.11.7 [Help](#) | [Login](#)

[1. Request access to NJDEP Online](#) [2. Link Your NJDEP Online service to your myNewJersey account](#) [3. Use NJDEP Online](#)

Use this page to request access to your permit information through NJDEP Online:

\*Contact Name:

\*Organization Name:

\*E-Mail Address:

\*Confirm E-Mail:

[Request](#)

Follow the  
“NJDEP New User Online Registration Instructions” (see slide # 13)  
for the details of slides # 14 – 16 and more.





# Create an Account ...

## (continued)

njdep *online* + my newjersey

Help  
More information on myNewJersey

1. Request access to NJDEP Online

2. Link Your NJDEP Online service to your myNewJersey account

3. Use NJDEP Online

Use this page to tell us about your myNewJersey account by picking one of the three choices below:

**A. I already have a myNewJersey account. Link it to my NJDEP Online information:**

My Log On ID is

and my password is

[Link NJDEP Online to My Account](#)

**B. I don't have a myNewJersey account yet. I'll create a new one now and link it to my NJDEP Online information:**

Pick a Log On ID

If you forget your password later, we'll ask you the following question. If you answer it correctly, we'll send a new password to your email address.

Pick a password

Question you want us to ask

Retype your password

Your answer

First name

Email address

Last name

Retype your email address

\* All items in B are required if you're creating a new account. Your name and email address are filled in based on Step 1, but ignore them and use choice A instead if you already have a myNewJersey account.

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

[Create this new myNewJersey Account and Link NJDEP Online To It](#)



# Create an Account ... (continued)

Use choice C below if you can't remember your Log On ID - please don't create another new account.

Review your information and be sure it's correct before you click the Create Account button.

Create this new myNewJersey Account and Link NJDEP Online To It

## C. I already have a myNewJersey account but I can't remember what it is.

Please use the [Contact Form](#) to tell us your name and email address and a myNewJersey team member will contact you during normal business hours to help. Then you'll need to start over at step 1.

### More information:

**What is myNewJersey?** It's a system that uses a single ID to let you access many services. If you have a business, you can access taxes, permits, payments, and other information. If you're an employee, you can get pension and payroll information, and for many departments, access your email and other resources when you're not in the office.

**How does myNewJersey help me?** It lets you access all of your information without having to remember separate account IDs and passwords for each service. Plus, you only have to log in once each "session" (each time you need any one of the services). You can access any other service during that same session, without having to log in again.

**Why do I need myNewJersey to use NJDEP Online?** NJDEP Online is the service that lets you work with your permits. myNewJersey is the system that logs you in, or "authenticates" you, to be able to access NJDEP Online and any other services you're authorized to use.

**Do I have to do this each time?** No, you only have to request access to NJDEP Online once, and you only have to link it to your myNewJersey account once. Each time you need to use NJDEP Online in the future, just use your myNewJersey ID and password to log in and you'll be taken to your NJDEP Online information. Creating more than one myNewJersey account is unnecessary and will cause confusion for you later.



[Contact Us](#) | [Privacy Notice](#) | [Legal Statement](#) | [Accessibility Statement](#)




This is the bottom half of the previous screen (slide # 18)



**So, you will have logged on,  
selected the “DEP Online Services”,  
and then will click on the “Continue” button here ...**

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 newjersey **njdep**  
department of environmental protection njdep **online**

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[My Workspace](#) | [User Profile](#) | [Certifications](#) | [Payments](#) | [Documents and Forms](#) | [Permit Folder](#)

Version: 5.0  
Currently logged in: Andy Opperman (AOPPERMA) [Help](#) | [Logout](#)

**MESSAGES**

**Please Note:**  
For optimal performance, it is advised to maintain only one Internet Explorer or Firefox browser window or tab when using the NJDEP Online System.

NJDEP Online requires Microsoft Internet Explorer version 7.0 or later or Mozilla Firefox version 3.5 or later to operate correctly. It will not work with any other web browsers such as Google Chrome or Apple Safari. Failure to upgrade to the correct browser version will cause data to display incorrectly and may disable some functionality.

To download the required browsers click the appropriate link below:

- [Microsoft Internet Explorer 7 for Windows XP](#)
- [Microsoft Internet Explorer 8 for Windows XP or Vista](#)
- [Microsoft Internet Explorer 9 for Windows Vista or 7](#)
- [Mozilla Firefox 3.6](#)
- [Mozilla Firefox 4.0](#)

For users of the E2 component of NJDEP Online, only Internet Explorer may be used at this time.

[Continue](#)





# eRPPR & P2 Plan Summary access ...

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department of environmental protection

njdep online

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My Workspace | User Profile | Certifications | Payments | Documents and Forms | Permit Folder

Version: 5.0  
Currently logged in: Andy Opperman (AOPPERMA) Help | Logout

**MY WORKSPACE**

**Service Selection**

**Note:** Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

**Right to Know and Pollution Prevention Program**  
[Community Right To Know Survey](#)  
[Release and Pollution Prevention Report and Pollution Prevention Plan Summary](#)

**Configure Services**

If RPPR & P2 Plan Summary are not in your Service Selection,  
you will need to “Configure Services” ...



# You will need to configure your services by adding “RPPR & P2 Plan Summary” ...

## Air Program

- ☐ RADIUS File Submission
- ☐ General Permits
- ☐ Permit/Certificate Folder
- ☐ NOx RACT Combustion Adjustment
- ☐ Excess Emission Monitoring Performance Reports (EEMPR)
- ☐ Periodic Compliance Certification
- ☐ Diesel Retrofit Program

## Water Monitoring

- ☐ Water Quality Data Exchange

## Division of Land Use Regulation

- ☐ Apply for Land Use Permit

## Right to Know and Pollution Prevention Program

- ☒ Community Right To Know Survey
- ☒ Release and Pollution Prevention Report and Pollution Prevention Plan Summary

## Underground Storage Tank (UST) Program

- ☐ UST Notice of Intent to Close
- ☐ Initial UST Registration
- ☐ Modification of UST Registration
- ☐ Renewal of UST Registration

## Water Supply

- ☐ Drinking Water(eDWR)
- ☐ Private Well Testing Act (PwTA) Analytical Results
- ☐ Water Diversion, Water Utilization and Monitoring Results Submittal

OK

Cancel



## “Add Facilities” screen ...

**My Facilities/Program Interests**

**Note:** You may add facilities by clicking the "Add Facilities" button below.

<< < 1 2 3 4 5 6 7 8 9 ... > >>

Facility Name	Facility ID	Program	Access Type	Change Access	Manage Security	View	Remove
<i>Facility Names &amp; FACID Numbers have been masked.</i>		Right To Know	No Security Role				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
		Right To Know	General				
Clicking a column title will sort the table by that column.							


<< < 1 2 3 4 5 6 7 8 9 ... > >>

this section is in the My Workspace tab following “Service Selection”

**Add Facilities**



# “Facility Search” screen ...

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**njdep**  
new jersey  
department of environmental protection

njdep online

njdep home | about dep | index by topic | programs/units | dep online

**My Workspace** | **User Profile** | **Certifications** | **Payments** | **Documents and Forms** | **Permit Folder**

[Edit Personal Info](#) | [Request Cert PIN](#) | [Edit Facility Selection](#) | [Favorite Contacts](#) | [Security Administration](#)

Version: 5.0  
Currently logged in: Andy Opperman (AOPPERMA) [Help](#) | [Logout](#)

## FACILITY SEARCH

1 - Specify Search Criteria

**2 - Select Facilities**

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

**In most cases your Program Interest Number is your Facility ID.**

**Users adding NJPDES Permits to their profile should do so by selecting the "Water Quality" value from the NJDEP Program option. The user should then enter the NJPDES permit number they wish to add to their profile in the "Facility ID" field and click on the Search button.**

**Pick the search you want to perform:**

- ☒ Retrieve only those facilities that match the search criteria (Need facility ID or name for search)
- ☐ Retrieve the sites and all of the site's facilities that match the search criteria (Need facility ID or name for search)
- ☐ Retrieve NJPDES Permit Numbers (Need NJDEP Program and NJPDES permit # for search)
- ☐ Retrieve the facilities that are associated with an Alternate ID
- ☐ Retrieve all Program Interest records for a specific NJDEP Program Interest Type (No facility ID or name needed for search)

(Optional) Select NJDEP Program:

Enter either a Facility ID or a Facility Name (if searching by Alternate ID, enter as the Facility ID):

**Facility ID:**

7395320000

(For NJPDES Facilities Use The NJPDES Permit Number)

**Facility Name:**

**Enter your facility's CRTK Facility ID (FACID) number & Search ...**





# “Add Selected Facilities” screen ...

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[Edit Personal Info](#) | [Request Cert PIN](#) | [Edit Facility Selection](#) | [Favorite Contacts](#) | [Security Administration](#)

Version: 4.11.7  
Currently logged in: Andy Opperman (AOPPERMA) [Help](#) | [Logout](#)

## FACILITY SEARCH RESULTS

1 - Specify Search Criteria

2 - Select Facilities

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

Facility	Facility ID	Program	Program Interest	County	Municipality
<input checked="" type="checkbox"/> TESTING FACILITY 1	73953200000	Right To Know		Mercer	Trenton City

Clicking a column title will sort the table by that column.

[Clear/Check All](#)[Add Selected Facilities](#)[Cancel](#)

Select your facility using the check box and “Add Selected Facilities” ...



# “Facility Selection” screen ...

★ Facility Selection

njhome | citizen | business | government | services A to Z | departments

newjersey njdep department of environmental protection njdep<sub>online</sub>

njdep home | about dep | index by topic | programs/units | dep online

AOPPERMA  
Version 5.10

Help | My Workspace |  
Logout

**Identification**  
Select a topic...

**Guidance Documents**  
Select a topic...

**Air General Permits**  
Select a topic...

**Air Excess Emissions**  
Select a topic...

**Facility Selection**

The NJDEP Electronic Data Transfer Web Site allows users to access multiple facilities provided that each Facility ID is entered in the User's Profile. In order to access the appropriate facility, please select it from the menu below.

\* Facility ID/Program Interest ID: TESTING FACILITY 1 - 73953200000

Access Facility



# Your "RPPR & P2 Plan Summary Folder"

RPPR and P2 Plan Summary Folder - Windows Internet Explorer

https://www11.state.nj.us/DEP\_eNJEWS/FacilitySelection

File Edit View Favorites Tools Help

RPPR and P2 Plan Summary Folder

**Release and Pollution Prevention Report and Pollution Prevention Plan Summary**

AOPPERMA Version 5.10 ID: 73953200000 Facility Name: TESTING FACILITY 1 Help | My Workspace | Logout

**Identification**

Select a topic...

**Guidance Documents**

**Release & Pollution Prevention Reporting & Planning**

Select a topic...

**Reporting Tools**

Select a topic...

Create New Report  
RPPR and Plan Summary Folder  
Certification and Submittal

**RPPR and P2 Plan Summary Folder for TESTING FACILITY 1**

The RPPR and P2 Plan Summary Folder displays a list of in-progress and electronically submitted RPPR and P2 Plan Summary reports for this Facility ID.

To view an existing report or to access a report's print options, click on the print icon next to that report's row.

To modify a specific report click on a link in the Report Type field. (Note: using this option on a submitted report will change its status from Submitted to Submitted Pending or Awaiting Certification, as this option should only be used if you are modifying the report in order to resubmit.)

To submit a pending report listed below, click on the Certification and Submittal button below or click the Certification and Submittal menu option to the left, under the Reporting Tools header.

View	Print	Report Type	Reporting Year	Status	Creation Date	Submittal Date	Revision Date	Revised Submittal Date
		<a href="#">Release &amp; Pollution Prevention Report</a>	2001	Submitted	10/07/05	06/20/07		
		<a href="#">Section A</a> <a href="#">Section B</a> <a href="#">Section P2-115</a>						
		<a href="#">Release &amp; Pollution Prevention Report</a>	2002	Submitted Pending	10/07/05	10/07/05	11/09/05	
		<a href="#">Release &amp; Pollution Prevention Report</a>	2003	Submitted	08/05/04	10/19/06	04/19/10	04/19/10
		<a href="#">Section A</a> <a href="#">Section B</a> <a href="#">Section P2-115</a>						
		<a href="#">Pollution Prevention Plan Summary</a>	2004	Submitted	03/22/05	04/22/05	06/02/08	09/04/08

Internet 100%

start | Inbox - Andy... | RPPR 2011 B... | State of New ... | RPPR and P2 ... | Snagit - Profil... | 11:50



# “Folder” includes Two Important Buttons

<a href="#">Section A</a>	<a href="#">Section B</a>				
		<a href="#">Release &amp; Pollution Prevention Report</a>	2009	Submitted	05/23/11 05/23/11
<a href="#">Section A</a>	<a href="#">Section B</a>	<a href="#">Section P2-115</a>			
		<a href="#">Release &amp; Pollution Prevention Report</a>	2010	Submitted	05/23/11 05/10/12
<a href="#">Section A</a>	<a href="#">Section B</a>	<a href="#">Section P2-115</a>			
		<a href="#">Pollution Prevention Plan Summary</a>	2011	Awaiting Certification	05/23/12
<a href="#">Section A</a>	<a href="#">Section B</a>	<a href="#">Section C/D</a>			
		<a href="#">Release &amp; Pollution Prevention Report</a>	2011	Submitted	05/15/12 05/03/13
<a href="#">Section A</a>	<a href="#">Section B</a>	<a href="#">Section P2-115</a>			

Create New Report

Certification and Submittal

\* To create the 2012 eRPPR, click on the “Create New Report” button

\*\* When you are ready to submit the report, click on the “Certification and Submittal” button (& see slides # 46 - 50)





# Create a New Report

**AOPPERMA**  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1

Help | My Workspace | Logout

---

**Identification**  
Select a topic...  
**Guidance Documents**  
**Release & Pollution Prevention Reporting & Planning**  
Select a topic...  
**Reporting Tools**  
Select a topic...

*The Release and Pollution Prevention Report (RPPR) must be completed/updated prior to completion of a Pollution Prevention Plan Summary for the same year. Some of the data reported on the RPPR will be used to complete the Plan Summary.*

\* Enter the four-digit reporting year:

\* Select the report that you would like to complete:

☒ Release & Pollution Prevention Report (Form DEQ-114)  
☐ Pollution Prevention Plan Summary (Form DEP-113)

Continue

Enter reporting year "2012" and  
select the radio button for the RPPR



# Ignore this Screen; click on “Continue” (at the bottom of the screen)

AOPPERMA  
Version 5.10

## Release and Pollution Prevention Report and Pollution Prevention Plan Summary

ID: 73953200000  
Facility Name: TESTING FACILITY 1

[Help](#) | [My Workspace](#) | [Logout](#)

### Identification

Select a topic...

### Guidance Documents

### Release & Pollution Prevention Reporting & Planning

Select a topic...

### Reporting Tools

Select a topic...

This is the only screen in the process whereby you may change / update / correct mailing address information. You may return to this screen at any time for updates.

#### Facility Profile

Facility ID Number: 73953200000  
Facility Name: TESTING FACILITY 1

#### Facility Location

22 CLINTON AVE  
TRENTON, NJ 08625

Mailing Address ☐ Check if same as street address above

Address Line 1: 1329 W CHELTENHAM AVE

Address Line 2:

Address Line 3:

City: CLIFTON State: New Jersey Zip: 07060

The above text does not apply to our program –  
Pollution Prevention  
& Right To Know.



# eRPPR has 5 Different Sections

## Section A. General Facility Information

### Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

[Help](#) | [My Workspace](#) | [Logout](#)

#### Identification

Select a topic...

#### Guidance Documents

#### Release & Pollution Prevention Reporting & Planning

Select a topic...

#### Reporting Tools

Select a topic...

#### Section A. General Facility Information

[\[DO NOT COMPLETE ANY INFORMATION ON THIS FORM THAT YOU ARE CLAIMING CONFIDENTIAL\]](#)

##### 1. Person to contact regarding this report:

1.1 \* Name

ANDYMAN TESTER

1.2 \* Title

TECH CONTACT

1.3 \* Phone Number

6095559999

1.4 \* Fax #

6095551111

##### 1.5 Contact address: (if different than facility address)

##### 2. Briefly describe the nature of the business conducted at this facility:

MANUFACTURE CHEMICALS

##### 3. TRI Facility ID Number:

08625NJDPR401ES



# eRPPR

## Section B. Facility-Level Substances Folder

### Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

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#### Identification

Select a topic...

#### Guidance Documents

#### Release & Pollution Prevention Reporting & Planning

Select a topic...

#### Reporting Tools

Select a topic...

### Section B. Facility-Level Substances Folder

The Facility-Level Substances Folder lists the substances a facility has reported in the most recent year's RPPR. Electronic reporting from this point forward is set up to continually reference these substances, i.e., the substances in this folder become default values for the P2-115, Sections C and D, and the Plan Summary.

Select	CAS#	Substance Name	Completed
<input checked="" type="radio"/>	110-54-3	N-HEXANE	N

Add Substance

Delete Selection

To be automatically taken through the detailed information for every substance listed above, click on the Complete All button. Otherwise, if you would like to modify an individual substance, select its corresponding radio button above and click on the Modify Selection button.

Complete All

Modify Selection

Continue





# eRPPR

## Section B. Facility-Level Substance-Specific Information

### Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 739532000000  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

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#### Identification

Select a topic...

#### Guidance Documents

#### Release & Pollution Prevention Reporting & Planning

Select a topic...

#### Reporting Tools

Select a topic...

### Section B. Facility-Level Substance-Specific Information

#### 1. Substance:

CAS #: 110-54-3  
Substance Name: N-HEXANE

1.4 Does this section contain any trade secret (confidential business information) claims for data in question #5 through #10 (excluding #5.1 and #10.1)?

☐ Yes ☒ No

If Yes, DO NOT COMPLETE ANY INFORMATION ON THIS FORM THAT YOU ARE CLAIMING CONFIDENTIAL.

#### 2. Activities and Uses of the Substance at the Facility (Check all that apply.)

##### 2.1 Manufacture the Substance:

- ☒ Produce  
☐ Import

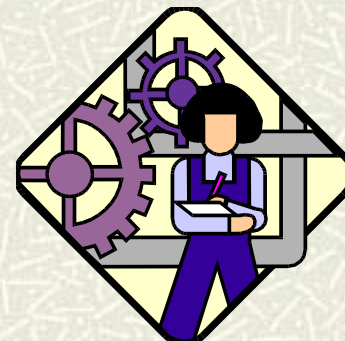
If "produce" or "import" then:

- ☐ For on-site use/processing  
☒ For sale/distribution  
☐ As a byproduct  
☐ As an impurity



# eRPPR Data Elements for Materials Accounting

- **Starting inventory of substance**  
(at the beginning of the year)
- **Quantity produced on site**
- **Quantity brought on site**
- **Quantity consumed on site**  
(chemically reacted in processes)  
(NOT metals!)
- **Quantity shipped off site as (or in) product**  
(e.g. mixtures, metals, metal compounds)
- **Ending inventory of substance**  
(at the end of the year, in all forms)
- **Total Nonproduct Output (NPO)**
  - all releases, on-site waste management and all off-site transfers - that are not product





# Release and Pollution Prevention Report

## Self Verification of Materials Accounting Data Worksheet

(All Quantities Must Be Reported In Pounds except for Dioxin and Dioxin-Like Compounds Reported in Grams)

**FAC\_ID:** \_\_\_\_\_ **CAS#:** \_\_\_\_\_ **Substance:** \_\_\_\_\_

### Inputs

5. Starting Inventory \_\_\_\_\_
6. Quantity Produced \_\_\_\_\_  
On Site
7. Quantity Brought \_\_\_\_\_  
On Site
12. Quantity Recycled \_\_\_\_\_  
Out-of Process &  
Re-Used on Site



### Outputs

8. Quantity Consumed \_\_\_\_\_  
(chemically altered)
9. Quantity Shipped Off Site \_\_\_\_\_  
as (or in) Product
10. Ending Inventory \_\_\_\_\_
12. Quantity Recycled Out-of \_\_\_\_\_  
Process & Re-Used on Site
13. Quantity Destroyed through \_\_\_\_\_  
On-Site Treatment
14. Quantity Destroyed through \_\_\_\_\_  
On-Site Energy Recovery
15. Stack Air Emissions \_\_\_\_\_
16. Fugitive Air Emissions \_\_\_\_\_
17. Discharge to POTWs \_\_\_\_\_
18. Discharge to Surface Waters \_\_\_\_\_
19. Discharge to Groundwaters \_\_\_\_\_
20. On-Site Land Disposal \_\_\_\_\_
21. Other Off-Site Transfers \_\_\_\_\_

**Sum of Inputs:** \_\_\_\_\_



**Sum of Outputs:** \_\_\_\_\_



# End of Section B

## \* Important Buttons \*

If yes, enter Material-Related Change in pounds\* (change in the amount of the substance used due to substitution of other non-listed substance):

Basis of  Estimate:

**Substitute Substance: (Fill in if answered yes to question above)**

	<u>CAS #</u>	<u>Substance Name</u>	<u>Quantity (pounds)</u>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Row

Delete Selection

Calculate NPO & USE

View Materials Accounting Worksheet

Save

Continue





**The materials accounting must balance within five percent ( $\pm 5\%$ ). In theory, Inputs should equal Outputs. In reality, Best Estimates prevail.**

### Self Verification of Materials Accounting Data Worksheet

(All Quantities Must be Reported in Pounds Except for Dioxin and Dioxin-Like Compounds Reported in Grams)

FAC\_ID: 73953200000

CAS #: 110-54-3

Substance: N-HEXANE

#### Inputs

5. Starting Inventory	1,000
6. Quantity Produced On Site	97,500
7. Quantity Brought on Site	
12. Quantity Recycled Out-of Process & Re-Used on Site	

#### Outputs

8. Quantity Consumed (chemically altered)	
9. Quantity Shipped Off Site as (or in) Product	77,000
10. Ending Inventory	1,000
12. Quantity Recycled Out-of Process & Re-Used on Site	
13. Quantity Destroyed through On-Site Treatment	
14. Quantity Destroyed through On-Site Energy Recovery	100
15. Stack Air Emissions	700
16. Fugitive Air Emissions	200
17. Discharge to POTWs	
18. Discharge to Surface Waters	
19. Discharge to Groundwaters	
20. On-Site Land Disposal	
21. Other Off-Site Transfers	1,000

Sum Of Inputs: 98,500

Sum of Outputs: 80,000

Materials Accounting Discrepancy (Input - Output) = 18,500 pounds  
Discrepancy = 18.7817 %

The Materials Accounting balance is off by more than 5%. You must go back and refine your numbers so that the Materials Accounting balance approaches zero.

[Return](#)



# eRPPR

## Section B. Facility-Level Substances Folder - complete

### Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

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#### Identification

Select a topic...

#### Guidance Documents

#### Release & Pollution Prevention Reporting & Planning

Select a topic...

#### Reporting Tools

Select a topic...

### Section B. Facility-Level Substances Folder

The Facility-Level Substances Folder lists the substances a facility has reported in the most recent year's RPPR. Electronic reporting from this point forward is set up to continually reference these substances, i.e., the substances in this folder become default values for the P2-115, Sections C and D, and the Plan Summary.

Select	CAS#	Substance Name	Completed
<input type="radio"/>	110-54-3	N-HEXANE	Y

Add Substance

Delete Selection

To be automatically taken through the detailed information for every substance listed above, click on the Complete All button. Otherwise, if you would like to modify an individual substance, select its corresponding radio button above and click on the Modify Selection button.

Complete All

Modify Selection

Continue



# eRPPR

## P2-115 / Sections C & D Selection screen

**Release and Pollution Prevention Report and Pollution Prevention Plan Summary**

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

Help | My Workspace | Logout

**Identification**  
Select a topic...  
**Guidance Documents**  
Release & Pollution Prevention Reporting & Planning  
Select a topic...  
**Reporting Tools**  
Select a topic...

**P2-115 / Sections C & D Selection**  
\* 1) Is the answer 'Yes' to any of the following questions? ☐ Yes ☐ No  
  
(If so, the facility may need to modify the Pollution Prevention Plan Summary.)

- Is this the first or second year the facility must submit an RPPR?
- Is this the first time the facility must submit a P2 Plan Summary?
- Are there any hazardous substances being reported for the first time for any of the following reasons?
  - Went above threshold
  - USEPA changed reported threshold
  - USEPA added substance to list
- Did the facility add a process in years two through five of the reporting cycle that is not included in the Plan Summary?

*P2-115 process-level data worksheet is the recommended approach for P2 Progress Reporting because they are required to be in your P2 Plan!*



# eRPPR

## P2-115 / Sections C & D Selection screen *(continued)*

As now required by N.J.A.C. 7:1K-4.9, the Pollution Prevention Process-Level Data Worksheet (P2-115) must first be prepared and included in the Pollution Prevention Plan that remains on site. One worksheet must be completed for each hazardous substance in each process. Multiple worksheets are therefore required to be in the Plan, except for the simplest case of only one substance in one process at the facility.

The Pollution Prevention Process-Level Data Worksheet(s) (P2-115) may be submitted in lieu of Sections C and D of the RPPR to fulfill the Pollution Prevention Plan Progress Report requirement.

*For data quality reasons, a user may submit only P2-115s or only Cs and Ds for a given year. A combination of both is not acceptable.*

[Continue to P2-115](#)

[Continue to Sections C & D](#)





# P2 Progress Reporting

RY 1: TRI + RPPR Sections A & B

RY 2: TRI + RPPR Sections A & B  
+ P2 Plan Summary

RY 3: TRI + RPPR Sections A & B +  
P2 Progress Report (P2-115s or Sections C & D)

... and each year thereafter.  
("RY" means Report Year)



# P2 Progress Reporting

(continued)



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## Release and Pollution Prevention Report and Pollution Prevention Plan Summary

TESTERANDY07  
Version 5.6.7

ID: 00000007324

Facility Name: XYZ PROCESSING INC

Report Year: 2004

[Help](#) | [My Workspace](#) | [Logout](#)

### Identification

Select a topic...

### Guidance Documents

#### Release & Pollution Prevention Reporting & Planning

Select a topic...

### Reporting Tools

Select a topic...

Facilities do not complete progress report Sections C&D/P2-115 until the year after they submit their first Plan Summary. Is this facility required to complete Section C&D/P2-115 this year?

- ☐ No.
- ☐ Yes. Proceed to the P2-115.

[Continue](#)

If you are in Report Year 1 or Report Year 2 of reporting, you will select “No”.



# eRPPR

## P2-115 Folder - Select Process

### Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

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#### Identification

Select a topic...

#### Guidance Documents

#### Release & Pollution Prevention Reporting & Planning

Select a topic...

#### Reporting Tools

Select a topic...

#### Pollution Prevention Process-Level Data Worksheet (P2-115) Folder

Select	Process ID	CAS #	Substance Name	Base Year	Completed
<input checked="" type="radio"/>	TEST1	110-54-3	N-HEXANE	2011	N

Add Row

Delete Selection

To be automatically taken through the detailed information for every substance listed above, click on the Complete All button. Otherwise, if you would like to modify an individual substance, select its corresponding radio button above and click on the Modify Selection button.

Complete All

Modify Selection

Continue



# eRPPR

## P2-115 Process Level Information screen

### Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

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#### Identification

Select a topic...

#### Guidance Documents

##### Release & Pollution Prevention Reporting & Planning

Select a topic...

#### Reporting Tools

Select a topic...

*NOTE: THIS WORKSHEET IS REQUIRED AS PART OF THE POLLUTION PREVENTION PLAN, AND IS OPTIONAL AS A SUBMITTAL IN LIEU OF SECTIONS C AND D OF THE RELEASE AND POLLUTION PREVENTION REPORT. ALL OPTIONAL SUBMITTALS ARE NOT CONFIDENTIAL.*

Base Year: 2011

#### PROCESS LEVEL INFORMATION: (Submit one worksheet for each hazardous substance in each process.)

Process ID TEST1

\* Units of Production (e.g., type of widget, lbs. of chemical, ft<sup>2</sup> of product)

\* Is process targeted?

☒ Yes ☐ No

\* Is this a grouped process?

☒ Yes ☐ No

#### Hazardous Substance:

CAS #

110-54-3

Substance Name

N-HEXANE

Fill in data for 2011 &  
2012 completely &  
"Continue"

	<u>Base Year</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Production quantity	<input type="text"/>	<input type="text"/>				
USE (pounds) (Calculated)						
Consumed	<input type="text"/>	<input type="text"/>				
Shipped off-site as (or in) product	<input type="text"/>	<input type="text"/>				
NPO (pounds) (Calculated)						

Production quantity

USE (pounds)

Consumed

Shipped off-site as (or in)  
product

NPO (pounds)





# eRPPR

## P2-115 Process Level Information screen

**Pollution Prevention Reporting & Planning**

Select a topic...

**Reporting Tools**

Select a topic...

Base Year: 2011

**PROCESS LEVEL INFORMATION:** (Submit one worksheet for each hazardous substance in each process.)

Process ID TEST1

\* Units of Production (e.g., type of widget, lbs. of chemical, ft<sup>2</sup> of product)

LBS N-HEXANE

\* Is process targeted?

☒ Yes ☐ No

\* Is this a grouped process?

☒ Yes ☐ No

**Hazardous Substance:**

CAS #

110-54-3

Substance Name

N-HEXANE

Data filled in for  
2011 & 2012

	<u>Base Year</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	
Production quantity	97500	98000					Production quantity
USE (pounds) (Calculated)	98000	98000					USE (pounds)
Consumed	0	0					Consumed
Shipped off-site as (or in) product	95000	95000					Shipped off-site as (or in) product
NPO (pounds) (Calculated)	3000	3000					NPO (pounds)
Recycled out of process	1000	1050					Recycled out of process
Destroyed: on-site treatment	0	0					Destroyed: on-site treatment
Destroyed: on-site energy recovery	100	50					Destroyed: on-site energy recovery
Stack air emissions	700	800					Stack air emissions
Fugitive air emissions	200	100					Fugitive air emissions
Discharge to POTW:	0	0					Discharge to POTW:



# eRPPR

## P2-115 Process Level Information screen

### Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1  
Report Year: 2012

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#### Identification

Select a topic...

#### Guidance Documents

#### Release & Pollution Prevention Reporting & Planning

Select a topic...

#### Reporting Tools

Select a topic...

#### Some data is not valid

2012 Was facility's P2 progress (targeted process only) less than anticipated?

This is a required field.

2012 Did facility make process change(s) that triggered Plan modification?

This is a required field.

2012 Was this process discontinued or sent off site in given year?

This is a required field.

*NOTE: THIS WORKSHEET IS REQUIRED AS PART OF THE POLLUTION PREVENTION PLAN, AND IS OPTIONAL AS A SUBMITTAL IN LIEU OF SECTIONS C AND D OF THE RELEASE AND POLLUTION PREVENTION REPORT. ALL OPTIONAL SUBMITTALS ARE NOT CONFIDENTIAL.*

Base Year: 2011

#### PROCESS LEVEL INFORMATION: (Submit one worksheet for each hazardous substance in each process.)

Process ID

TEST1

\* Units of Production (e.g., type of widget, lbs. of chemical, ft<sup>2</sup> of product)

LBS N-HEXANE

\* Is process targeted?

☒ Yes ☐ No

\* Is this a grouped process?

☒ Yes ☐ No

Sample error messages



# eRPPR

## Section C. Facility-Level Substance-Specific P2 Progress

### SECTION C. FACILITY-LEVEL SUBSTANCE-SPECIFIC POLLUTION PREVENTION PROGRESS

FACID: 73953200000

TESTING FACILITY 1  
22 CLINTON AVE  
TRENTON, NJ 08625

1.1 CAS No. (Category No.) 110-54-3

1.2 Substance Name (Category Name) N-HEXANE

Prepared Section C  
from P2-115 data

2. Production Ratio or Activity Index  
(based on the USE per number of units of product)

From Base Year

From Previous Year

1.01

1.01

3. Percent Change from Base Year  
(based on the USE or NPO per number of units of product)

USE

NPO

0.5

0.5

4. Note the Process ID of any production processes that your facility discontinued or sent off site in 2012. These Process IDs should match those identified in your Pollution Prevention Plan Summary. If any of the listed processes involved more than one reportable substance, identify the process ID only once. If no production processes were discontinued or sent off site in 2012, then leave this blank.



# eRPPR

## Section D. Process-Level P2 Info for Targeted Processes

### SECTION D: PROCESS-LEVEL POLLUTION PREVENTION INFORMATION FOR TARGETED PROCESSES

FACID: 73953200000

TESTING FACILITY 1  
22 CLINTON AVE  
TRENTON, NJ 08625

- 1.1 Process ID (Must be the same ID listed in the Pollution Prevention Plan Summary). TEST1
- 1.2 ☐ Check here if your facility made a production process change in 2012 that triggered a modification to the Pollution Prevention Plan or Pollution Prevention Plan Summary.
- 1.3 ☐ Check here if your facility's pollution prevention progress was less than anticipated for any hazardous substance within this targeted process and explain below.

2.1 Substance Name (Category Name)	Percent Change Per Unit of Product		4.1 Pollution Prevention Techniques Used in 2012 (use 3-digit codes in Appendix E of the instructions)	4.2 Pollution Prevention Techniques Planned for 2013 (use 3-digit codes in Appendix E of the instructions)
2.2 CAS Number (Category No.)	3.1 USE	3.2 NPO		
N-HEXANE				
110-54-3	0.51	0.51		

Prepared Section D  
from P2-115 data

OK

Completing the P2-115 worksheet prepares Sections C & D for you.  
Review your P2 progress and then click on the "OK" button.





# Your eRPPR is now complete and “Awaiting Certification” & Submittal

		<a href="#">Release &amp; Pollution Prevention Report</a>	2008	Submitted Pending	05/23/11	05/23/11		05/23/12
<a href="#">Section A</a> <a href="#">Section B</a>								
		<a href="#">Release &amp; Pollution Prevention Report</a>	2009	Submitted	05/23/11	05/23/11		
<a href="#">Section A</a> <a href="#">Section B</a> <a href="#">Section P2-115</a>								
		<a href="#">Release &amp; Pollution Prevention Report</a>	2010	Submitted	05/23/11	05/10/12		
<a href="#">Section A</a> <a href="#">Section B</a> <a href="#">Section P2-115</a>								
		<a href="#">Pollution Prevention Plan Summary</a>	2011	Submitted	05/23/12	05/03/13		
<a href="#">Section A</a> <a href="#">Section B</a> <a href="#">Section C/D</a>								
		<a href="#">Release &amp; Pollution Prevention Report</a>	2011	Submitted	05/15/12	05/03/13		
<a href="#">Section A</a> <a href="#">Section B</a> <a href="#">Section P2-115</a>								
		<a href="#">Release &amp; Pollution Prevention Report</a>	2012	Awaiting Certification	05/03/13			
<a href="#">Section A</a> <a href="#">Section B</a> <a href="#">Section P2-115</a>								

Create New Report

Certification and Submittal



# eRPPR in Summary

The RPPR must be certified and submitted with:

- ☐ Section A;
- ☐ Section B – one for each reportable substance;  
and a P2 Progress Report as either ...
- ☐ P2-115 for each substance in each process;  
... or ...
- ☐ Sections C & D (as appropriate).



# Certification and Submittal

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## Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1

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---

### Identification

Select a topic...

### Guidance Documents

### Release & Pollution Prevention Reporting & Planning

Select a topic...

### Reporting Tools

Select a topic...

### RPPR and P2 Plan Summary Certification Folder for TESTING FACILITY 1

The RPPR and P2 Plan Summary Certification Folder displays a list of RPPR and P2 Plan Summary reports that are awaiting certification for this Facility ID.

Report Type	Reporting Year	Creation Date	Submittal Date	Revision Date	Revised Submittal Date
<input checked="" type="checkbox"/> Release & Pollution Prevention Report	2012	05/03/13			

Select the report(s) that you wish to certify and click the Continue button.

[Continue](#)



# Certification and Submittal

*There are no Pollution Prevention Plan Summaries to certify.*

## 5. Raw Materials Certification:

"I certify that Parts I and II of the Pollution Prevention Plan have been completed for the specific combination of hazardous substances and production processes for which this Raw Material Substitution Certification is being claimed and that through completion of the Pollution Prevention Plan, this industrial facility has determined that it is not technically or economically feasible to reduce the input use of the hazardous substance below current levels by replacing the substance with a different raw material in the specific production process."

*There are no Pollution Prevention Plan Summary Raw Material Certifications to certify.*

### Certification

Name of Certifying Party:

AOPPERMA

\* Certification PIN:

●●●●●●

\* Title:

Tester Numero Uno

**Certify**

→ Certification with your PIN constitutes an electronic signature in accordance with the aforementioned statements.

→ **NOTE:** If you have forgotten your PIN, you may request a new one by clicking [Request New Certification PIN](#).





# Certification was Successful !

User Message - Windows Internet Explorer

https://www11.state.nj.us/DEP\_eNITEM5/PollutionCertification

File Edit View Favorites Tools Help

User Message

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newjersey njdep department of environmental protection njdep online

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## Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA ID: 73953200000  
Version 5.10 Facility Name: TESTING FACILITY 1 Help | My Workspace | Logout

### Identification

Select a topic...

### Guidance Documents

#### Release & Pollution Prevention Reporting & Planning

Select a topic...

### Reporting Tools

Select a topic...

**The Report certification was successful.**

[Continue](#)

*This is your only notification!  
However, the report "Status" changes  
from "Awaiting Certification" to  
"Submitted."*

Internet 100%



# Certification was Successful !

No Reports Selected - Windows Internet Explorer

https://www11.state.nj.us/DEP\_eNJEM/SPollutionCertification

File Edit View Favorites Tools Help

No Reports Selected

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njdep  
newjersey  
department of environmental protection

njdep online

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## Release and Pollution Prevention Report and Pollution Prevention Plan Summary

AOPPERMA  
Version 5.10

ID: 73953200000  
Facility Name: TESTING FACILITY 1

Help | My Workspace | Logout

### Identification

Select a topic...

### Guidance Documents

### Release & Pollution Prevention Reporting & Planning

Select a topic...

### Reporting Tools

Select a topic...

**Warning: Your facility's Plan Summary is due July 1st. If you have questions, please contact the Office of Pollution Prevention and Right to Know at (609) 777-0518.**

**The Report certification was successful.**

**Continue**

*This is your only notification!*  
*Notice to any facility that has a Pollution Prevention Plan & Plan Summary due.*

Done

Internet 100%

start

Inbox - Andy.Opp...

RPPR 2011 Basics ...

2 Internet Explorer

Snagit - Profile 1

12:15 P



# Common Reporting Errors! (eRPPR)



- ☐ Metals & metal compounds (in most cases) are NOT “Produced” nor “Consumed”  
*(yes, there may be rare exceptions ...)*
- ☐ When reporting a Metal compound category, report quantities of the parent metal only, not the entire compound
- ☐ Metals have no Btu value and, therefore, are not to be reported as “Energy Recovery” on-site or off-site
- ☐ Do not attempt to report materials accounting data in any manner other than quantified numbers; e.g. EPA TRI range codes of A, B or C; “1-10” pounds; “< 10” pounds; using scientific notation; etc.  
\* these are generally not possible with e-reporting





# Common Reporting Errors! (eRPPR)



- ☐ Applying & reporting any unit of measurement other than pounds to materials accounting data  
(note: see “Dioxins” - reported in grams)
- ☐ Double counting of “Consumed” & “Shipped as (or in) Product”
- ☐ Double counting of “Shipped as (or in) Product” & “Transferred Off-Site” (as nonproduct output)
- ☐ Double counting of “POTW Discharges” & “Transferred Off-Site”
- ☐ *Exercise due diligence!! Electronic reporting (eReports) will provide edit checks and error notices, thereby eliminating most errors!*





# Benefits of the eRPPR & eP2 Plan Summary



- ☐ Built-in warnings and error flags to assist you and to provide higher quality data; i.e. better data quality reduces the possibility of follow-up inquiries from the DEP.
- ☐ Instant assessment of materials accounting data and materials balance (via the Materials Accounting Worksheet).
- ☐ Pre-population of many data elements from the previous year's report (once you have first created an e-document).
- ☐ Automatic queuing of RPPR or P2 Plan Summary sections - you can not proceed to the next section before completing the current section - keeps you organized in preparing your report.
- ☐ User has increased availability of e-documents (i.e. once submitted, the system will retain prior years' documents) - valuable for reference as well as for revisions if necessary.



## Contacts & Information

- Office of Pollution Prevention & Right to Know Contacts:  
phone number: 609-777-0518

Laura Henne  
Bill Lowry

Fu Lin  
Andy Opperman

***(We are here to help!)***

- For additional information, visit the  
Office of Pollution Prevention & Right to Know website:

[www.state.nj.us/dep/opppc](http://www.state.nj.us/dep/opppc)



## **ATTENTION** ***TRI Form R & Form A Reporters***

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Please be advised that the NJDEP is partnering with the USEPA on the TRI Central Data Exchange (CDX) program for reporting year **2012**. CDX allows you to file a paperless report, significantly reduce data errors, and receive instant receipt confirmation of your submission.

When you use the USEPA's **2012** Toxic Release Inventory - Made Easy web-based (TRI-ME web) software to prepare and submit your TRI forms via the Internet, your forms will be sent to USEPA and NJDEP via the Environmental Information Exchange Network.

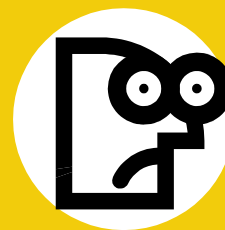
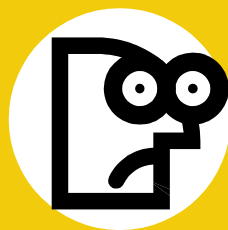
Once a TRI submission is certified it will be electronically forwarded to the state and your obligation to report your TRI to NJDEP will be satisfied. If you choose to submit TRI via the Internet, do not send duplicate paper or diskette copies of the reports.

**You are highly encouraged to use TRI-ME web!!!**





# ?? Questions ??



**It's QUESTION TIME!!**